



**Townsend Planning Commission Meeting Agenda**  
**September 14, 2022 @ 7:00 pm**  
**Town Hall and via Conference Call**

**7:00 pm – PC Meeting**

- I. Call to Order** Meeting called to order at 7:10 pm by Troy Geiger
- II. Opening Ceremonies**
- III. Roll Call** Troy Geiger, Louise Krause, JJ Asongu, Lisa Brooks and James Reyes.
  - a. Pledge of Allegiance:** All present recited the pledge of allegiance
  - b. Visitor Acknowledgement** Town Engineer Edwin Van-Otoo and Town Manager Antonina Tantillo
  - c. Additions/Changes to the Agenda** Mr. Geiger moved to begin with review of the updated annexation map.
  - d. Announcements** None
- IV. Review updated annexation map from the Town Engineer and make recommendations to Council for Comprehensive Plan revisions to be sent to state PLUS**
  - a.** Mr. Geiger asked TM Tantillo if the map they under review is of the current annexation map. TM Tantillo confirmed. TM Tantillo briefed the new Planning Commission members on the recent events leading up to the current meeting. TM Tantillo explained that one of the components within the Comprehensive Plan is the map of the future land use, growth, and annexation. Additionally, she explained the annexation process that must be followed. The process is that residents who are interested in being annexed into the Town must have their property on the proposed annexation map and be contiguous to another property already annexed into Town. TM Tantillo explained that there have been more residents since the current annexation presented resulting in her reaching out to the Planning Commission to discuss how to update the annexation map at the August 2022 meeting and then contacting Town Engineer Edwin Van-Otoo to create a revision of the map. TM Tantillo explained that if the Planning Commission were to approve this map than the next step would be Council presentation. She explained that after that it will be brought to State PLUS (Planning and Land Use Services). TM Tantillo explained that PLUS reviews and approves all of the Comprehensive Plans in the State. She explained that PLUS will make their comments and suggested recommendations. If changes are needed the maps may go back to PLUS until it gets authorized. TE Van-Otoo confirmed Mr. Geiger's question that this map includes future annexation. TM Tantillo pointed out the parcels between Town Hall and the Fire Department that are not annexed in; as well as the parcels by the

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If you choose to access the meeting online join the online meeting: <https://us02web.zoom.us/j/4077026733?pwd=TjJ6NmhzMHdOT1dDa3h0TjY8wY0pUQT09>

County Park on South Street. Mr. Geiger inquired about the annexation status of properties that have asked to be annexed by the Hidden Woods development. TM Tantillo confirmed that this property has been approved by the County and the application for annexation is being completed.

- b. Ms. Brooks asked if the residents of the parcels included on the annexation map have reached out to the Town. TM Tantillo confirmed that some parcels on the map include residents who have reached out regarding annexation, and the rest is an estimation in the event that a resident does decide to annex in at a later time. Mr. Geiger confirmed that the annexation map is the Town's plan, and it must be approved by the State and surrounding towns may be aware. TM Tantillo advise TE Van-Otoo where to add the additional parcels to annexation map. Mr. Geiger stated in the past the Town had been asked to revise the future annexation map if the parcels were too far away from Town.
- c. Mr. Geiger noted the area on the map that is Middletown. Mr. Geiger further depicted original areas in which PLUS denied the past annexation map. TM Tantillo confirmed when she has reached out she had received the same answer regarding not making the map too wide.
- d. TM Tantillo confirmed there is a total of four parcels that are to be added to the current annexation map. TM Tantillo confirmed to TE Van-Otoo that she does not know of, as of today, any requests that would fall outside of the new proposed annexation map.

#### **V. Minutes from August 10th Planning Commission meetings to review and approve**

- a. *Mr. Reyes made a motion to approve the Minutes from August 10th, 2022, Planning Commission. Mr. Krause seconded the motion. Vote: All yea's, no nays*

#### **VI. Review ordinance regarding shed designs and light pollution**

- a. **Shed Designs Ordinance Review:** Mr. Geiger recalled the shed section has been updated. TM Tantillo confirmed setback requirements have been addressed. Mr. Geiger confirmed this can be found in the appendices in Chapter 24. Mr. Geiger raised the discussion of the shed recalling Mr. Reyes suggesting the Planning Commission should reconsider sheds smaller than 200 square feet be considered a free structure and may not need a permit. Mr. Reyes advised the last discussions concern was the lack of code enforcement for unmonitored sheds. Mr. Reyes defined the term unmonitored as Town not having record of a shed on the property. Mr. Reyes provided the example of a resident who faced an issue with the plot lines whereas he never received the copy of the plot lines and had to get a survey of the property. Mr. Krause posed the question on where in the code are sheds specifically addressed. TM Tantillo confirmed it is located in the building code.
- b. Mr. Krause and Mr. Geiger advised that previous Planning Commission member Rojas had previously drafted definitions for shed specifications. TM Tantillo to confirmed setbacks were the only recommendation of the draft added to code. TM Tantillo asked if the Planning Commission would like to move forward with adding the draft specifications to the code. Planning Commission will review before confirming. TM Tantillo advised setbacks are not needed to add to this section as it is already stated elsewhere. Mr. Krause confirmed it would be best to state refer to appendices or setback requirements. Mr. Reyes advised recommendations are not likely to be accepted as a whole. Mr. Krause referred to the County's Code. TM Tantillo asked if the Planning Commission would prefer to continue using the International Building Code standards. Mr. Reyes confirmed he believes setbacks are all that was needed. TM Tantillo advised Planning Commission may review items before making a decision. TE Van-Otoo advised HOA's are more stringent than the Town is. Mr. Krause agreed that majority of sheds

will be driven by HOA and agreed with TE Van-Otoo. TM Tantillo confirmed height requirements for Shed are in appendices.

- c. **Light Pollution Ordinance Review:** Mr. Geiger asked for the definition of light pollution. TE Van-Otoo explained that bright lights can cause a sleep disturbance and explained how a resident must ensure that their light does not leave their property line and shed onto their neighbor's property or house. Mr. Geiger clarified this applies to businesses as well. TM Tantillo explained that the light pollution ordinance had been accidentally removed in 2020 from the zoning section during the code revision process. TM Tantillo posed the question if it should be put back into the code and advised it should because there is nothing in the code that addresses this issue. Mr. Krause suggested a review of the original section would be the best start. TM Tantillo presented the Light Pollution Ordinance from 2011 that was removed and will share the document with everyone. TM Tantillo advised she will do more research on to ensure this is the only document. TM Tantillo confirmed this was under ordinance 2011-03. TM Tantillo confirmed the current section on lighting 24.20.090 is for design standard not light pollution. TM Tantillo confirmed that previous ordinances can be found on by first clicking on the gavel link on the Town Municode website and then the document symbol. TM Tantillo confirmed she and TE Van-Otoo noticed the section missing. TM Tantillo confirmed the section must be rewritten and passed by Town Council to be added back into the Code. Mr. Krause stated he will take on the role with TM Tantillo of rewriting the section. TM Tantillo advised the code review was done prior to review and completion of the Comprehensive Plan update. TM Tantillo confirmed the Light Pollution Ordinance would have been in 24.36.190 under Environmental Protection Regulation. TM Tantillo confirmed during the transition to Municode numbers were renumbered to be cleaner resulting in the Chapter numbers for Lighting to be changed from 66 to 24.

## **VII. Discuss possible updates surrounding Townsend Acres**

- a. No updates as this time. TE Van-Otoo sent another letter. TE Van-Otoo advised he addressed the previous letter with key items regarding stormwater basin. TE Van-Otoo advised them that the storm water basin be surrounded by a fence as a form of protection due to the first house on this area is very close to the pond.
- b. Mr. Geiger showed Ms. Brooks where the location of Townsend Acres is. Mr. Geiger confirmed this has been in the works since 1971 per original plans. TM Tantillo stated the Comprehensive Plan is encouraging growth and development. Ms. Brooks asked if lower cost housing will be implemented. Mr. Geiger advised this is ultimately up to the Developers.
- c. TM Tantillo advised once revised plans are received, she will send them over as soon as possible. TE Van-Otoo confirmed he sent the letter on August 15<sup>th</sup>.

## **VIII. Discussion regarding the Town of Odessa Comprehensive Plan**

- a. TM Tantillo gave a brief description of Comprehensive Plan processes and advised Odessa's Comprehensive Plan go to PLUS on September 28<sup>th</sup>. TM Tantillo shared Odessa's Comprehensive Plan. Mr. Krause noted formatting is similar to the Towns Comprehensive Plan.
- b. Mr. Reyes asked for clarification on future annexation. TM Tantillo read allowed the information Section 2-7 of Odessa's Comprehensive Plan.
- c. All agreed there are no concerns with Odessa's Comprehensive Plan.

## **IX. Adjourn**

- a.** *Mr. Krause motioned to adjourn the meeting. Mr. Reyes seconded the motion. Voice vote of all Planning Commission: all yea's.*
- b.** Meeting adjourned at 8:45 pm.